

# Grades Input on the Web for Departments





Welcome to the on-line tutorial for Grades Input on the Web

- Access to Grades Input on the Web is granted through Passport York
- Departmental Staff will be given access based on Faculty and Subject Acronyms
- Inquiries about access should be directed to:  
[yugrades@yorku.ca](mailto:yugrades@yorku.ca)

# Grades Input on the Web



1. Go to  
Faculty SIS  
Web Applications

2. Click on “Grades Input  
on the Web”.

The screenshot shows a Windows Internet Explorer browser window displaying the Faculty SIS Web Applications page. The address bar shows the URL: <https://crystal.modern.yorku.ca/htdev/prodFac.html>. The page header features the York University logo and the tagline "redefine THE POSSIBLE." Below the header, there are navigation links for "Prospective students", "Current students", "Faculty & staff", "Alumni", and "Visitors". The main content area is titled "FACULTY" and "Faculty SIS Web Applications and Reports". It contains two links: "Grades Input on the Web" and "Class List". The "Grades Input on the Web" link is highlighted in red and has a description: "Grades input on the Web allows course and section directors to input grades on a class list or upload grades for their classes from a .csv (comma delimited) file. This applications requires Passport York account." The "Class List" link has a description: "Class list allows a faculty member to view their course enrolment list. This applications requires Passport York account." A sidebar on the left contains a "PRODUCTION Student Information System" menu with links for "SIS Home", "Administration", "Faculty", "Students", and "Tech Support". At the bottom of the sidebar is a large red "Y" logo and the text "last modified: [08/05/2003]". The footer of the page includes "Copyright 2002 © York University". The browser's status bar at the bottom shows "Trusted sites" and "100%" zoom.

# Grades Input on the Web



**Passport York Login**

**Course Enrolment and Grades**

Username:

Password:

Change my Passport York password after I login.

**FORGOT YOUR USERNAME OR PASSWORD?**

- [Instructions for Students](#)
- [Instructions for Faculty and Staff](#)
- [Instructions for Alumni](#)



"Passport York" is York University's primary method of online authentication. Use Passport York to sign into York University's online services and tools. [More info](#)

- ! Don't forget to **logout** when you are done.
- ! Your login will expire after 90 minutes at which time you will be asked to log in again.

#### NEW TO PASSPORT YORK?

- [New Student Sign Up](#)
- [Faculty and Staff](#)
- [Alumni](#)

For guest faculty and alumni accounts contact [accounts@yorku.ca](mailto:accounts@yorku.ca).

#### Wednesday Morning Outage

There will be a scheduled maintenance outage every Wednesday morning between 5:00 a.m. and 7:00 a.m. [More details >>](#)

Grades Input on the Web is Passport York protected. Enter your username and password.

# Obtaining your course information



Once you have been authorized through Passport York, you will come to this screen, listing the courses offered by your Department

**Grades Input** (Version 3.2.3, Fri Nov 13 10:17:26 2009 )

**New Search**

Select a course to list sections offered:

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AP/EN 1001	3.00	EN	A	<a href="#">An Introduction to Literary Study</a>
AP/EN 1002	3.00	EN	A	<a href="#">Intertextualities</a>
AP/EN 1006	3.00	EN	A	<a href="#">A Writer's Introduction to Literary Forms</a>
AP/EN 1007	3.00	EN	A	<a href="#">Rhetoric: An Historical Introduction</a>
AP/EN 1700	9.00	EN	A	<a href="#">Professional Writing: Process and Practice</a>
AP/EN 2001	3.00	EN	A	<a href="#">Literary Theory I</a>
AP/EN 2002	3.00	EN	A	<a href="#">Literary Theory II</a>
AP/EN 2011	3.00	EN	A	<a href="#">Gender Studies I</a>
AP/EN 2012	3.00	EN	A	<a href="#">Gender Studies II</a>
AP/EN 2100	6.00	EN	A	<a href="#">Poetry</a>
AP/EN 2120	6.00	EN	A	<a href="#">Prose Narrative</a>
AP/EN 2140	6.00	EN	A	<a href="#">Drama</a>
AP/EN 2150	6.00	EN	A	<a href="#">Satire</a>
AP/EN 2220	6.00	EN	A	<a href="#">Canadian Literature</a>
AP/EN 2230	6.00	EN	A	<a href="#">Introduction to American Literature</a>
AP/EN 2240	6.00	EN	A	<a href="#">Introduction to Postcolonial Literatures in English: African, Caribbean, South Asian and the South Pacific</a>
AP/EN 2250	6.00	EN	A	<a href="#">Introduction to British Literature</a>
AP/EN 2300	3.00	EN	A	<a href="#">Horror and Terror: Variations on Gothic</a>
AP/EN 2301	3.00	EN	A	<a href="#">Coming of Age in Fiction: Novels of Maturation and Initiation</a>
AP/EN 2302	3.00	EN	A	<a href="#">Apocalyptic Science Fiction</a>
AP/EN 2303	3.00	EN	A	<a href="#">Come, Take this Book Dear Child: Children's Literature, 1590-1900</a>
AP/EN 2304	3.00	EN	A	<a href="#">What is Real? Asked the Rabbit: 20th-Century Children's Literature</a>
AP/EN 2305	3.00	EN	A	<a href="#">Travel Writing in English</a>
AP/EN 2306	3.00	EN	A	<a href="#">Comics and Cartoons I: 1900-Cold War in the United States</a>
AP/EN 2307	3.00	EN	A	<a href="#">Comics and Cartoons II: Cold War-Today in the United States</a>
AP/EN 2308	3.00	EN	A	<a href="#">The English Detective Novel</a>
AP/EN 2309	3.00	EN	A	<a href="#">The Art of the Personal Essay</a>
AP/EN 2600	6.00	EN	A	<a href="#">Introduction to Creative Writing</a>

# Select the course for which you are entering grades



GAM: Course List - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://remando.sis.yorku.ca/Apps/WebObjects/GAM.woa/3/woj/cBEbXvFDhw2FZbXrOD7wFM/6.3.21.1.1.12.1

Most Visited Getting Started Latest Headlines

AP/EN 2002	3.00	EN	A	<a href="#">Literary Theory I</a>
AP/EN 2011	3.00	EN	A	<a href="#">Gender Studies I</a>
AP/EN 2012	3.00	EN	A	<a href="#">Gender Studies II</a>
AP/EN 2100	6.00	EN	A	<a href="#">Poetry</a>
AP/EN 2120	6.00	EN	A	<a href="#">Prose Narrative</a>
AP/EN 2140	6.00	EN	A	<a href="#">Drama</a>
AP/EN 2150	6.00	EN	A	<a href="#">Satire</a>
AP/EN 2220	6.00	EN	A	<a href="#">Canadian Literature</a>
AP/EN 2230	6.00	EN	A	<a href="#">Introduction to American Literature</a>
AP/EN 2240	6.00	EN	A	<a href="#">Introduction to Postcolonial Literatures in English: African, Caribbean, South Asian and the South Pacific</a>
AP/EN 2250	6.00	EN	A	<a href="#">Introduction to British Literature</a>
AP/EN 2300	3.00	EN	A	<a href="#">Horror and Terror: Variations on Gothic</a>
AP/EN 2301	3.00	EN	A	<a href="#">Coming of Age in Fiction: Novels of Maturation and Initiation</a>
AP/EN 2302	3.00	EN	A	<a href="#">Apocalyptic Science Fiction</a>
AP/EN 2303	3.00	EN	A	<a href="#">Come, Take this Book Dear Child: Children's Literature, 1590-1900</a>
AP/EN 2304	3.00	EN	A	<a href="#">What is Real? Asked the Rabbit: 20th-Century Children's Literature</a>
AP/EN 2305	3.00	EN	A	<a href="#">Travel Writing in English</a>
AP/EN 2306	3.00	EN	A	<a href="#">Comics and Cartoons I: 1900-Cold War in the United States</a>
AP/EN 2307	3.00	EN	A	<a href="#">Comics and Cartoons II: Cold War-Today in the United States</a>
AP/EN 2308	3.00	EN	A	<a href="#">The English Detective Novel</a>
AP/EN 2309	3.00	EN	A	<a href="#">The Art of the Personal Essay</a>
AP/EN 2600	6.00	EN	A	<a href="#">Introduction to Creative Writing</a>
AP/EN 2710	3.00	EN	A	<a href="#">Grammar &amp; Proofreading</a>
AP/EN 2720	6.00	EN	A	<a href="#">Prose: Style &amp; Argument</a>
AP/EN 3000	6.00	EN	A	<a href="#">Contemporary Literary and Cultural Theory</a>
AP/EN 3020	6.00	EN	A	<a href="#">Psychoanalysis and Approaches to Literature</a>
AP/EN 3031	6.00	EN	A	<a href="#">Diaspora Theory</a>
AP/EN 3060	6.00	EN	A	<a href="#">Healing Fiction: Literature and Medicine</a>
AP/EN 3070	6.00	EN	A	<a href="#">Filming Literature</a>
AP/EN 3080	6.00	EN	A	<a href="#">Theatre in Review</a>
AP/EN 3130	6.00	EN	A	<a href="#">Modernisms</a>
AP/EN 3132	3.00	EN	A	<a href="#">Modernist Movements: Dada/Surrealism in Europe and North America</a>
AP/EN 3135	6.00	EN	A	<a href="#">Modern and Postmodern Conditions: Wars, Cities, Identities</a>
AP/EN 3150	6.00	EN	A	<a href="#">Women in Literature: A Comparative Analysis</a>
AP/EN 3180	6.00	EN	A	<a href="#">Literary Nonfiction</a>

1. Click on the Scroll Bar and scroll down to the course for which you will be entering grades

2. Double click on the course you have selected

Done remando.sis.yorku.ca

# Select the course you are going to grade



**Grades Input** (Version 3.2.3, Fri Nov 13 10:17:26 2009.)

**New Search**

Select a section of the course to receive a class list of **AP/EN 2011 3.00 EN Gender Studies I.**

(Note: it may take up to 30 seconds to load large class lists)

Instructor	Academic Year	Faculty/Subject	Course Number	Credit	Period	Section	Instructional Format	Course Title	Grade Input Window (MM/DD/YY)	Faculty Grade Input Allowed?
York Prof	2009-2010	AP/EN	2011	3.00	F	A	EN	<a href="#">Gender Studies I</a>	(12/08/09-12/22/09)	Y
York Prof	2009-2010	AP/EN	2011	3.00	F	B	EN	<a href="#">Gender Studies I</a>	(12/08/09-12/22/09)	Y

A list of your courses will be displayed

Click on the course for which you are submitting grades







# Inputting your grades



Once you have arrived at the grades input screen, there are two options for inputting your grades:

1. This tutorial shows how grades can be entered for each student by using the drop down box where the grade is entered. This method will also be used if you need to change a grade after you have submitted grades for a class.
2. You can also upload grades for all or part of a class from a CSV (comma delimited format) file. Please see the tutorial entitled, “Uploading Grades from a CSV File”. Instructions for preparing a CSV file are also available at this site.

# 1. Entering grades on the Grades list



## Step 2: Choose your format:

### Download Formats:

- Comma-separated file (.csv)
- Excel format file (.xls)
- Text file (.txt)
- Clicker device ID file (.tpl)

### Display Formats:

- Comma-separated format
- Listserv format

Course taught by: [York Prof](#)

Default grading scheme: Undergraduate including failures

[Select Grades From File](#)

Student Number   Surname   First Name   Instructional Format   Grade   GradingScheme   Grade Qualifier

**Names and student numbers  
have been removed for this  
demonstration**

SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	

- A+
- A
- B+
- B
- C+
- C
- D+
- D
- E
- F

**Each student on the list has a drop down grade box**

**1. Click on the drop down arrow**

**2. Take your cursor to the grade to be assigned for that student and click**

# Continue to enter grades



## Step 2: Choose your format:

### Download Formats:

- Comma-separated file (.csv)
- Excel format file (.xls)
- Text file (.txt)
- Clicker device ID file (.tpl)

### Display Formats:

- Comma-separated format
- Listserv format

Course taught by:

Default grading scheme: Undergraduate including failures

[Select Grades From File](#)

Student Number   Surname   First Name   Instructional Format   Grade   GradingScheme   Grade Qualifier

**Names and student numbers  
have been removed for this  
demonstration**

SEMR01	B
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	

**The assigned grade for the student now  
appears in the grade box**

**Repeat clicking on the drop down arrows and  
clicking on the assigned grade for each student**

# Finish entering grades and click on the “Submit Grades” button



**Name and student numbers have been removed for this demonstration**

LECT01, TUTOR01  
LECT01, TUTOR05  
LECT01, TUTOR04  
LECT01, TUTOR06  
LECT01, TUTOR03  
LECT01, TUTOR04  
LECT01, TUTOR06  
LECT01, TUTOR01  
LECT01, TUTOR03  
LECT01, TUTOR02  
LECT01, TUTOR06  
LECT01, TUTOR03  
LECT01, TUTOR01  
LECT01, TUTOR02  
LECT01, TUTOR03  
LECT01, TUTOR01  
LECT01, TUTOR05  
LECT01, TUTOR03

**Click and hold down the scroll bar to go down the list of students and enter their grades**

**When you reach the last name on the list, review the grades you have entered**

**If a correction needs to be made, click on the drop down box and select the correct grade**

**Note: You do not need to enter a grade for every student on the list. You can leave grade boxes blank and still save the grades you have entered to the Student Information System**

**Once you have reviewed the entered grades, click on the 'Submit Grades' button to submit the grades to the Student Information System**

Submit Grades    Do Not Submit

# Grades Input confirms grades have been saved



**Grades Input** (Version 3.2.4, Mon Dec 07 11:05:12 2009)

[New Search](#)

**Download this class list** ←

**Step 1: Choose your options:**

**Student Number:**  Full  Masked

**Email Address:**  Student's Preferred email  York Standard email

**Step 2: Choose your format:**

**Download Formats:**

- Comma-separated file (.csv)
- Excel format file (.xls)
- Text file (.txt)
- Clicker device ID file (.tpl)

**Display Formats:**

- Comma-separated format
- Listserv format

Course taught by: **York Prof**

**13 Grades have been saved! To view the grades that have been saved, please download this class list**

**Default grading scheme:** Undergraduate including failures

[Select Grades From File](#)


<u>Student Number</u>	<u>Surname</u>	<u>First Name</u>	<u>Instructional Format</u>	<u>Grade</u>	<u>GradingScheme</u>	<u>Grade Qualifier</u>
<b>Names and student numbers have been removed for this demonstration</b>			SEMR01	A	Undergraduate including failures	
			SEMR01	B	Undergraduate including failures	
			SEMR01	C+	Undergraduate including failures	
			SEMR01	B	Undergraduate including failures	

Grades input confirms that your grades have been saved to the Student Information System

You can download the list, for your records, in any of these formats

# Logout or start a new search



 **LOGOUT**  
 Logged in as

**Grades Input** (Version 3.2.4, Mon Dec 07 11:05:12 2009)

[New Search](#)

**Download this class list**

**Step 1: Choose your options:**

**Student Number:**  Full  Masked  
**Email Address:**  Student's Preferred email  York Standard email

**Step 2: Choose your format:**

**Download Formats:**

- Comma-separated file (.csv)
- Excel format file (.xls)
- Text file (.txt)
- Clicker device ID file (.tpl)

**Display Formats:**

- Comma-separated format
- Listserv format

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Course taught by: [York Prof](#)

**13 Grades have been saved! To view the grades that have been saved, please download this class list**

**Default grading scheme:** Undergraduate including failures

[Select Grades From File](#)

<u>Student Number</u>	<u>Surname</u>	<u>First Name</u>	<u>Instructional Format</u>	<u>Grade</u>	<u>GradingScheme</u>	<u>Grade Qualifier</u>
<b>Names and student numbers have been removed for this demonstration</b>			SEMR01	A	Undergraduate including failures	
			SEMR01	B	Undergraduate including failures	
			SEMR01	C+	Undergraduate including failures	

Once your grades have been saved, you can:  
 1. Logout of Passport York and Grades Input  
 2. Start a new search and submit grades for a new course

# Grades Input Tips



1. Grades can be put in for a whole class or part of a class
2. Once you have saved grades in a course, you must exit that session and re-enter, if you want to alter or add grades
3. If a student is not enrolled in your course, then the student will be required to petition to enrol late. The Registrar's Office will receive the grade when the petition is granted.
4. Grades cannot be entered by Faculty beyond 5 days after the last day of exams.
5. If you experience problems or have questions about this application, contact us at:

[yugrades@yorku.ca](mailto:yugrades@yorku.ca)

Thank you for using Grades Input on the Web.